

AGENDA

Administrative Committee Meeting

December 13, 2006

9:00 a.m.

Location

SANBAG

Super Chief Conference Room

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Vacant

SANBAG President

Supervisor Dennis Hansberger

County of San Bernardino

SANBAG Past President

Supervisor Paul Biane

County of San Bernardino

Mt./Desert Representatives

Mayor Pro Tem Rick Roelle

Town of Apple Valley

Council Member Darrell Mulvihill

City of Big Bear Lake

Supervisor Bill Postmus

County of San Bernardino

East Valley Representatives

Mayor Pro Tem Bea Cortes

City of Grand Terrace

Mayor Bob Christman

City of Loma Linda

Supervisor Josie Gonzales

County of San Bernardino

West Valley Representatives

Mayor Pro Tem Gwenn Norton-Perry

City of Chino Hills

Mayor Paul Eaton

City of Montclair

Supervisor Gary Ovitt

County of San Bernardino

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission,** which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority,** which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies,** which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency,** which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

***As a Subregional Planning Agency,** SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**December 13, 2006
9:00 a.m.**

Location: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor,
San Bernardino

CALL TO ORDER 9:00 a.m.

(Meeting Chaired by Council Member Jim Lindley)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

Notes/Actions

1. **Possible Conflict of Interest Issues for the Administrative Committee Meeting December 13, 2006.** Pg. 5

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. **Attendance Register** Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. **Procurement Report for November 2006** Pg. 8

Receive Monthly Procurement Report. Terrence J. McGuire

Discussion Items

Administrative Matters

4. **SANBAG 2007/2008 Budget Schedule** Pg. 10

Approve the 2007/2008 Budget Schedule.
Terrence J. McGuire

5. **First Quarter Budget to Actual Report for Period Ending September 30, 2006** Pg. 14

Receive First Quarter Budget to Actual Report for Period Ending September 2006. **Terrence J. McGuire**

6. **Conflict of Interest Code** Pg. 22

Approve amendment to Policy No. 10102, Appendix A, Conflict of Interest Code Designated Employees.
Deborah Barmack

7. **Computer Administration and Financial Management Services Contract** Pg. 24

1. Approve Amendment No. 2 to Sole Source Contract No. 05034 with TH Enterprises in the amount not to exceed \$70,000 to increase the hours required for support of the SANBAG financial management system and computer network.

2. Authorize staff to expend any unexpended funds dedicated to system reimplementation to general support of the financial management system and network administration.
Deborah Barmack

Program Support/Council of Govts.

8. **Contract Award to Van Scoyoc Associates for SANBAG Federal Advocacy Services** Pg. 29

Award Contract No. C07075 to Van Scoyoc Associates for federal advocacy services. The total contract amount is \$392,000 for a four year (two Congressional Sessions) term and will be funded as described below in the Financial Impact section. **Jennifer Franco**

Transportation Programs & Fund Admin.

9. **Fiscal Year 2002/2003 through 2004/2005 Triennial Performance Audit of the San Bernardino Associated Governments** Pg. 39

Receive the Triennial Performance Audit of the San Bernardino Associated Governments for Fiscal Years 2002/2003 through 2004/2005 and direct staff to implement the audit recommendations. **Mike Bair**

Comments from Committee Members**Public Comment****ADJOURNMENT****Additional Information**

Acronym List

Pg. 63

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3rd Street, 2nd Floor, San Bernardino and our website: www.sanbag.ca.gov.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date: December 13, 2006

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the Board of Directors may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
7	05034-2	TH Enterprises, Inc. <i>Ted Hoisington</i>	None
8	C07075	Van Scoyoc Associates, Inc. <i>Steven O. Palmer</i>	None

Financial Impact: This item has no direct impact on the 2006/2007 Budget.

Reviewed By: This item is prepared monthly for review by the Board of Directors and policy committee members.

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2006

Name	Jan	Feb	March	April	May	June	July*	Aug	Sept	Oct	Nov	Dec
Paul Biane		X		X	X			X		X		
Kelly Chastain	X	X	X	X	X							
Robert Christman	X	X	X	X	X	X		X		X	X	
Bea Cortes	X	X	X	X		X		X	X	X	X	
Paul Eaton	X	X			X			X	X	X	X	
Josie Gonzales	X					X		X	X			
James Lindley	X			X	X	X		X	X	X		
Dennis Hansberger	X	X	X	X		X			X	X	X	
Darrell Mulvihill								X				
Gary Ovitt	X	X							X	X	X	
Gwenn Norton-Perry		X		X		X		X		X	X	
Bill Postmus								X	X			
Rick Roelle	X	X	X	X	X			X			X	

The crossed-out boxes indicate members who were not on the committee as of that month.

The empty boxes indicate member who did not attend the meeting that month.

*The Administrative Committee did not meet in July.

ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2005

Name	Jan	Feb*	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Biane	X			X	X	X	X	X	X	X	X	X
Kelly Chastain	X		X		X	X	X	X	X	X	X	X
Robert Christman			X	X	X	X		X	X	X	X	
Bea Cortes			X	X	X	X	X	X	X	X		X
Paul Eaton	X		X	X		X			X	X	X	X
Josie Gonzales	X			X	X	X	X				X	X
James Lindley	X					X		X	X	X	X	X
Dennis Hansberger			X	X	X	X	X		X	X	X	X
Gary Ovitt	X			X	X			X	X	X	X	X
Gwenn Norton-Perry	X			X		X	X	X			X	
Bill Postmus	X			X	X	X	X	X			X	X
Rick Roelle			X		X	X	X	X			X	

The crossed-out boxes indicate members who were not on the committee as of that month.

The empty boxes indicate member who did not attend the meeting that month.

*The Administrative Committee did not meet in February.

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 3

Date: December 13, 2006

Subject: Procurement Report for November 2006

Recommendation:* Receive Monthly Procurement Report.

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or his designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of November 2006.

Financial Impact: This item imposes no impact on the FY 2006/2007 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff: Terrence J. McGuire, Chief Financial Officer

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Approved
Administrative Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

PURCHASE ORDERS ISSUED FOR NOVEMBER 2006

P.O. #	Vendor	Purpose	Sole Source Y/N	Amount
07134	Donegan Tree Service	Remove Trash & Weeds Baldwin Park Branch RR Tracks East of Pepper Ave.	N	\$ 23,200.00
07137	S.B. County Info Services Dept.	Radio Frequency & Rack Space for FSP Prog.	Y	15,663.00
07144	BEARCOM	Repeater Equip. for new S.B. FSP Radio Frequency	N	11,860.39
		TOTAL PURCHASE ORDERS ISSUED		\$ 50,723.39

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
-

Minute Action

AGENDA ITEM: 4

Date: December 13, 2006

Subject: SANBAG 2007/2008 Budget Schedule

Recommendation:* Approve the 2007/2008 Budget Schedule

Background: Staff has initiated preparation of the 2007/2008 budget. This item contains the recommended schedule for development, consideration and adoption of the budget for the next fiscal year.

The Administrative Committee is the primary committee for policy input into the development and review of the budget. Each of the policy committees are also scheduled to consider proposed tasks under their purview during the months of February, March and April.

A full Board of Directors budget workshop is scheduled in conjunction with the May Administrative Committee meeting for consideration prior to adoption at the June Board of Directors meeting.

This item provides notice of the opportunities for policy input into the budget process and also provides for any additional policy direction that the Administrative Committee may impart in advance of budget presentation.

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

Admin. Agenda Item
December 13, 2006
Page 2

Financial Impact: This item has no immediate impact upon the budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff: Terrence J. McGuire, Chief Financial Officer

**SANBAG 2007/2008
BUDGET PREPARATION
BUDGET SCHEDULE**

DATE	ACTIVITY	RESPONSIBLE PARTY
December 13, 2006	Administrative Committee Review and Discussion of 2007/2008 Budget Schedule	McGuire
January 10, 2007	Board Approval of 2007/2008 Budget Schedule	McGuire
March 14, 2007	Administrative Committee Review of Tasks, Finalize Tasks	McGuire, Executive Staff
March 15, 2007	Major Projects Committee Review of Tasks, Finalize Tasks	Kettle
March 15, 2007	Commuter Rail Committee Review of Tasks, Finalize Tasks	Bair
March 16, 2007	Mountain/Desert Committee Review of Tasks, Finalize Tasks	Barmack, Exec Staff
March 21, 2007	Plans and Programs Review of Tasks, Finalize Tasks	Schuiling, Exec Staff
April 11, 2007	Administrative Committee Program Review of Budget and Work Programs	Grasso, McGuire
April 2007	Continued Policy Committee Program Review of Budget as Required	Executive Staff
April 25, 2007	Publish notice of Public Hearing on Adoption of SANBAG Budget	Watson
May 2, 2007	Board of Directors Presentation of 2007/2008 Budget and Draft Budget Distribution	Grasso, McGuire
May 9, 2007	Administrative Committee and Board of Directors Budget Workshop	Grasso, McGuire, Executive Staff
June 6, 2007	Board of Directors Adoption of Budget and Appropriations Limit	Grasso, McGuire

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 5

Date: December 13, 2006

Subject: First Quarter Budget to Actual Report for Period Ending September 30, 2006

Recommendation:* Receive First Quarter Budget to Actual Report for Period Ending September 2006

Background: SANBAG's Budget for Fiscal Year 2006-2007 for new activity was adopted by the Board of Directors on June 7, 2006. Upon finalization of the SANBAG audit, the encumbrances (commitments related to unperformed contracts for goods or services from the previous Fiscal Years) are presented for approval to be formally incorporated into SANBAG's FY 2006-2007 Budget.

The following attachment provides a summary of program activity and task activity compared to the approved budget. Columns indicating the original budget, amended budget, total budget and year to date expenditures are identified.

Financial Impact: This item reports the status of expenditures against budget. The encumbrances for the associated expenditures were included in and are consistent with SANBAG's FY 2006-2007 Budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff: Terrence J. McGuire, Chief Financial Officer

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*Approved
Administrative Committee*

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

**San Bernardino Associated Governments
Budget to Actual - Fiscal Year 2006-2007
Consolidated by Program**

PERIOD: July 1, 2006 through September 30, 2006

FISCAL YEAR: July 1, 2006 through June 30, 2007

TASK DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK
TOTAL REGIONAL & QUALITY OF LIFE PROGRAM	5,355,570	138,584	341,188	5,835,342	583,303	5,252,039
TOTAL SUBREG. TRANS. PLANNING & PROGRAMMING	3,982,962	3,941,616	2,765,468	10,690,046	443,925	10,246,122
TOTAL PROJECT DEVELOPMENT PROGRAM	157,115,178	6,075,000	44,677,332	207,867,510	17,729,563	190,137,947
TOTAL TRANSIT/COMMUTER RAIL PROGRAM	11,500,014	0	7,378,139	18,878,153	2,589,578	16,288,575
TOTAL TRANS. PROGRAMS & FUND ADMINISTRATION	125,370,035	0	32,777,595	158,147,630	17,065,216	141,083,250
TOTAL PROGRAM SUPPORT / COUNCIL of GVMTS PROG.	2,494,813	140,000	0	2,634,813	290,880	2,343,933
GRAND TOTALS	305,818,572	10,295,200	87,939,722	404,053,494	38,702,464	365,351,866

San Bernardino Associated Governments

PERIOD:

July 1, 2006 through September 30, 2006

Budget to Actual

FISCAL YEAR:

July 1, 2006 through June 30, 2007

REGIONAL & QUALITY OF LIFE PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	BUDGET AMENDMENTS	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK	% EXPEND.
10107000	Air Quality Planning	62,995	0	0	62,995	9,249	53,746	14.68%
10207000	Air Quality Implementation	64,600	0	0	64,600	11,491	53,109	17.79%
11007000	Regional Transportation Planning	102,808	0	0	102,808	9,393	93,415	9.14%
11107000	Freight Movement	198,311	0	0	198,311	47,881	150,430	24.14%
11207000	Regional Growth Forecast Development	309,503	138,584	0	448,087	7,697	440,390	1.72%
11607000	Inland Trans. Corridor Plan/CETAP	125,163	0	0	125,163	1,191	123,972	0.95%
40607000A	Rideshare Management	298,884	0	0	298,884	55,249	243,635	18.49%
40607000B	Inland Empire Commuter Services	331,400	0	0	331,400	0	331,400	0.00%
40607000C	Rideshare Incentive Programs	527,600	0	0	527,600	0	527,600	0.00%
40607000D	Regional Rideshare Programs	289,500	0	0	289,500	0	289,500	0.00%
70207000	Call Box System	1,245,650	0	315,000	1,560,650	182,570	1,378,080	11.70%
70407000	Freeway Service Patrol/STATE	1,548,439	0	22,650	1,571,089	223,505	1,347,584	14.23%
70507000	Freeway Service Patrol/i-10	91,031	0	3,538	94,569	13,207	81,362	13.97%
70607000	Intelligent Transportation Systems	65,463	0	0	65,463	10,436	55,027	15.94%
81207000	Clean Fuels Implementation	94,223	0	0	94,223	11,434	82,789	12.14%
TOTAL REGIONAL & QUALITY OF LIFE PROGRAM		5,355,570	138,584	341,188	5,835,342	583,303	5,252,039	10.00%

San Bernardino Associated Governments

PERIOD:

July 1, 2006 through September 30, 2006

Budget to Actual

FISCAL YEAR:

July 1, 2006 through June 30, 2007

SUBREGIONAL TRANS. PLANNING & PROGRAMMING

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	BUDGET AMENDMENTS	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK	% EXPEND.
20207000	Transp. Modeling & Forecasting	108,848	0	0	108,848	22,822	86,026	20.97%
20307000	Congestion Management	185,676	0	0	185,676	30,641	155,035	16.50%
21307000	High Desert Corridor Studies	11,126	0	0	11,126	3,026	8,100	27.20%
40407000	Comprehensive Transportation Plan	98,884	0	15,578	114,462	17,547	96,915	15.33%
40507000	TMEP Program Development	22,498	0	0	22,498	0	22,498	0.00%
40907000	Data Development & Management	189,227	0	0	189,227	45,321	143,906	23.95%
41007000	Non-Motorized Transportation Plan	17,777	0	0	17,777	0	17,777	0.00%
50007000	Trans. Improvement Program	161,959	0	0	161,959	42,074	119,885	25.98%
52607000	Subregional Trans. Monitoring	34,346	0	0	34,346	4,983	29,363	14.51%
60107000	County Trans. Commission - GEN	301,049	0	0	301,049	66,417	234,632	22.06%
60907000	Agency Strategic Planning	333,576	0	150,000	483,576	82,249	401,327	17.01%
70107000	Valley Signal Coordination Program	1,842,088	3,631,616	1,050,403	6,524,107	58,187	6,465,920	0.89%
94107000	MT/Desert Plan & Project Develop	146,300	0.00	1,377,000	1,523,300	31,980	1,491,320	2.10%
94507000	Victor Valley Area Trans. Study	529,608	310,000	172,487	1,012,095	38,676	973,419	3.82%
TOTAL SUBREGIONAL TRANS. PLANNING & PROG.		3,982,982	3,941,616	2,765,468	10,690,046	443,925	10,246,122	4.15%

San Bernardino Associated Governments

PERIOD:

July 1, 2006 through September 30, 2006

Budget to Actual

FISCAL YEAR:

July 1, 2006 through June 30, 2007

PROJECT DEVELOPMENT PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL			BUDGET			TOTAL			BALANCE			%
		BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPEND.	OF TASK	BUDGET	EXPEND.	OF TASK	EXPEND.			
81507000	Measure I Program Management	1,042,418		13,085	1,055,503	326,946	728,557	1,055,503	326,946	728,557	30.98%	30.98%		
81607000	RL 71 Right of Way Acquisition	791,996		8,723	800,719	5	800,714	800,719	5	800,714	0.00%	0.00%		
81807000	RL 71 Landscape Design/Const.	345,895		20,138	366,033	45,028	321,005	366,033	45,028	321,005	12.30%	12.30%		
82007000	SR 210 Final Design	506,270		36,809	543,079	27,001	516,078	543,079	27,001	516,078	4.97%	4.97%		
82207000	SR 210 Right of Way Acquisition	20,998		34,362	55,360	33,105	22,255	55,360	33,105	22,255	59.80%	59.80%		
82407000	SR 210 Construction	40,644,881	75,000	26,423,245	67,143,126	6,522,400	60,620,726	67,143,126	6,522,400	60,620,726	9.71%	9.71%		
83007000	I-215 SANRIV Project Development	760,084		820,470	1,580,554	16,565	1,563,989	1,580,554	16,565	1,563,989	1.05%	1.05%		
83407000	I-215 Final Design	2,373,318		2,891,280	5,264,598	326,192	4,938,406	5,264,598	326,192	4,938,406	6.20%	6.20%		
83607000	I-215 Right of Way Acquisition	18,126,251	6,000,000	10,974,573	35,100,824	4,658,125	30,442,699	35,100,824	4,658,125	30,442,699	13.27%	13.27%		
83807000	I-215 Construction	9,912,864		107,234	10,020,098	26,705	9,993,393	10,020,098	26,705	9,993,393	0.27%	0.27%		
84007000	I-215 Barton Road Interchange	0		25,000	25,000	9,221	15,779	25,000	9,221	15,779	36.88%	36.88%		
84107000	I-10 Riverside Interchange	5,571,968		13,085	5,585,053	29,704	5,555,349	5,585,053	29,704	5,555,349	0.53%	0.53%		
84207000	I-10 Tippecanoe Interchange	110,722		4,362	115,084	29,964	85,120	115,084	29,964	85,120	26.04%	26.04%		
84307000	I-10 Live Oak Canyon	4,535,994		213,836	4,749,830	76,515	4,673,314	4,749,830	76,515	4,673,314	1.61%	1.61%		
84407000	Sr 30/210 Victoria Avenue	291,996		8,723	300,719	0	300,719	300,719	0	300,719	0.00%	0.00%		
84507000	I-10 Corridor Project Development	0			0	0	0	0	0	0	0.00%	0.00%		
86007000	I-10 Lane Addition-Redlands	22,049,670		2,589,188	24,638,858	2,157,302	22,481,556	24,638,858	2,157,302	22,481,556	8.76%	8.76%		
86207000	I-10 Westbound Lane Add-Yucaipa	504,885		175,773	680,658	44,329	636,329	680,658	44,329	636,329	6.51%	6.51%		
87007000	Hunts Lane Grade Separation	2,890,994		8,723	2,899,717	34,442	2,865,275	2,899,717	34,442	2,865,275	1.19%	1.19%		
87107000	State St/Univ. Parkway Grade Sep	7,566,021		308,723	7,874,744	58,318	7,816,426	7,874,744	58,318	7,816,426	0.74%	0.74%		
87907000	Coltons Crossing BNSF/UPRR Grade SEP	1,050,000		0	1,050,000	1	1,049,999	1,050,000	1	1,049,999	0.00%	0.00%		
88007000	I-15/I-215 Devore Interchange	0		0	0	0	0	0	0	0	0.00%	0.00%		
93107000	Debt Service - Major/97 Issue	10,521,981			10,521,981	948,491	9,573,490	10,521,981	948,491	9,573,490	9.01%	9.01%		
94407000	Debt Service - Major/96 Issue	5,668,504			5,668,504	605,081	5,063,423	5,668,504	605,081	5,063,423	10.67%	10.67%		
94807000	Debt Service - Major/01 Issue A	11,722,563			11,722,563	976,281	10,746,282	11,722,563	976,281	10,746,282	8.33%	8.33%		
94907000	Debt Service - Major/01 Issue B	10,104,905			10,104,905	777,841	9,327,064	10,104,905	777,841	9,327,064	7.70%	7.70%		
TOTAL PROJECT DEVELOPMENT PROGRAM		157,115,178	6,075,000	44,677,332	207,867,510	17,729,563	190,137,947	207,867,510	17,729,563	190,137,947	8.53%	8.53%		

San Bernardino Associated Governments

PERIOD: July 1, 2006 through September 30, 2006

Budget to Actual

FISCAL YEAR: July 1, 2006 through June 30, 2007

TRANSIT / COMMUTER RAIL PROGRAM								
TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	BUDGET AMENDMENTS	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK	% EXPEND.
30907000	General Transit	178,652	0	212,314	390,966	129,409	261,557	33.10%
31507000	Omnitrans	60,100	0		60,100	10,867	49,233	18.08%
31607000	Barstow-County Transit	23,998	0		23,998	535	23,463	2.23%
31707000	Victor Valley Transit	40,427	0		40,427	4,410	36,017	10.91%
31807000	Morongo Basin Transit	129,686	0		129,686	1,653	128,033	1.27%
31907000	Social Service Trans. Plan	284,065	0	7,000	291,065	8,929	282,136	3.07%
32007000	Needles Transit	12,305	0		12,305	7,558	4,747	61.42%
32107000	Mountain Area Transit	126,492	0		126,492	3,223	123,269	2.55%
35207000	General Commuter Rail	493,240	0	211,386	704,626	93,552	611,073	13.28%
37707000	Commuter Rail Operating Exp.	7,452,600	0	87,300	7,539,900	1,714,561	5,825,340	22.74%
37807000	Speedway Rail Operating Exp.	256,175	0		256,175	86,289	169,886	33.68%
37907000	Commuter Rail Capital Expenses	2,378,775	0	6,379,059	8,757,834	488,889	8,268,945	5.58%
38007000	Redlands Rail Extension	36,275	0	153,945	190,220	37,857	152,363	19.90%
38107000	Gold Line Phase II	27,224	0	327,136	354,360	1,846	352,514	0.52%
TOTAL TRANSIT / COMMUTER RAIL PROGRAM		11,500,014	0	7,378,139	18,878,153	2,589,578	16,288,575	13.72%

San Bernardino Associated Governments
Budget to Actual

PERIOD: July 1, 2006 through September 30, 2006
FISCAL YEAR: July 1, 2006 through June 30, 2007

TRANSPORTATION PROGRAMS & FUND ADMIN. PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	BUDGET	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK	% EXPEND
37307000	Federal/State Fund Administration	337,558.00	0	0	0	337,558	66,950	270,608	19.83%
50107000	Federal/Transit Act Programming	102,340.00	0	0	8,000	110,340	12,781	97,559	11.58%
50207000	TDA Administration	300,000.00	0	0	19,855	319,855	31,609	288,246	9.88%
50407000	Measure I Admin - Valley	253,929.00	0	0	1,685	255,614	14,043	241,571	5.49%
50507000	Measure I Admin - Mt./Desert General	150,474.00	0	0	2,205	152,679.00	21,114	131,564.74	13.83%
50607000	Local Transportation Fund	66,546,774.00	0.00	0.00	20,154,864.00	86,701,638.00	4,152,728	82,548,910.00	4.79%
50707000	State Transit Assistance Fund	4,255,000	0	0	11,660,041	15,915,041	195,562	15,719,479	1.23%
51307000	Measure I Valley E&D	6,769,571	0	0	543,402	7,312,973	836	7,312,973	0.01%
90707000	Debt Service - Big Bear/92 Issue	108,183.00	0	0	0	108,183	27,046	81,137	25.00%
90807000	Debt Service - Mt./Unincorpor./92 Issue	45,926.00	0	0	0	45,926	11,482	34,444	25.00%
9180000	Valley Measure I Local	22,577,225.00	0	0	0	22,577,225	5,950,915	16,626,310	26.36%
9180100	Mountain/Desert Measure I Local	23,012,810.00	0	0	0	23,012,810	6,352,557	16,660,253	27.60%
94607000	Debt Service - Barstow/96 Issue	743,850.00	0	0	0	743,850	186,000	557,850	25.01%
95007000	Debt Service - Yucca Valley/01 Issue B	166,395.00	0	0	0	166,395	41,594	124,801	25.00%
TOTAL TRANSP. PROGRAMS & FUND ADMIN.		125,370,035.00	0.00	0.00	32,777,595.00	158,147,630	17,065,215.97	141,083,250	10.79%

**San Bernardino Associated Governments
Budget to Actual**

PERIOD: July 1, 2006 through September 30, 2006
FISCAL YEAR: July 1, 2006 through June 30, 2007

PROGRAM SUPPORT/COUNCIL OF GOVERNMENTS PROG.

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	BUDGET AMENDMENTS	ENCUMBRANCES	TOTAL BUDGET	EXPEND.	BALANCE OF TASK	% EXPEND.
10407000	Intergovernmental Relations	491,108	0	0	491,108	54,037	437,071	11.00%
49007000	Council of Govts. New Initiatives	279,843	0	0	279,843	0	279,843	0.00%
50307000	Legislation	475,222	0	0	475,222	60,132	415,091	12.65%
60507000	Publications & Public Outreach	499,608	0	0	499,608	84,560	415,048	16.93%
80507000	Building Operations	406,000	0	0	406,000	38,579	367,421	9.50%
94207000	Financial Management	343,032	140,000	0	483,032	53,574	429,458	11.09%
TOTAL PROGRAM SUPPORT/COUNCIL OF GVMTS PROG.		2,494,813	140,000	0	2,634,813	290,880	2,343,933	11.04%

GRAND TOTALS		305,818,572	10,295,200	87,939,722	404,053,494	38,702,464	365,351,866	9.58%
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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 6

Date: December 13, 2006

Subject: Conflict of Interest Code

Recommendation:* Approve amendment to Policy No. 10102, Appendix A, Conflict of Interest Code Designated Employees.

Background: The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially to insure that it is in compliance. SANBAG staff has reviewed Policy No. 10102, Conflict of Interest Code, and recommends amendment to Appendix A, which lists designated positions which make or participate in the making of decisions which may foreseeably have a material effect on financial interests. It is recommended that Appendix A be modified to delete the job title which is no longer an approved classification.

The amendment to Appendix A in the attachment to this item reflects the most current titles for those positions covered under the conflict of interest code with the proposed deletion.

Financial Impact: This item has no direct impact upon the adopted budget.

Reviewed By: SANBAG Counsel has reviewed this item. The Administrative Committee is scheduled to review this item on December 13, 2006.

Responsible Staff: Deborah Robinson Barmack, Director of Management Services

*

*Approved
Administrative Committee*

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

San Bernardino Associated Governments	Policy	10102 Appendix A
Adopted by the Board of Directors Sept. 2, 1992	Revised	10/4/06 4/5/00
Conflict of Interest Code	Revision No.	3 2

APPENDIX "A"

CATEGORIES

1. Board of Directors (County designees)	<u>1</u>
2. Board of Directors (City designees)	<u>2</u>
3. Executive Director	<u>2</u>
4. Director of Transit/Rail Programs	<u>2</u>
5. Director of Planning/Programming	<u>2</u>
6. Chief Financial Officer	<u>2</u>
7. Director of Freeway Construction	<u>2</u>
8. Director of Intergovernmental & Legislative Affairs	<u>2</u>
9. Director of Management Services	<u>2</u>
10. Director of Air Quality/Mobility Programs	<u>2</u>
11. Public Information Officer	<u>2</u>
12. Advanced Transportation Development Manager	<u>2</u>
12 Consultant*	<u>2</u>
43.	

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and, thus, is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

REVISION HISTORY

Revision No.	Revisions	Adopted
0	Amended Conflict of Interest Code for SANBAG approved.	9/2/92
1	Modifications to Appendix A and Appendix B approved.	2/5/97
2	Amendment to Appendix A approved by SANBAG Board of Directors.	4/5/00
3	Removed Advanced Transportation Development Manager	

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 7

Date: December 13, 2006

Subject: Computer Administration and Financial Management Services Contract

Recommendation:*

1. Approve Amendment No. 2 to Sole Source Contract No. 05034 with TH Enterprises in the amount not to exceed \$70,000 to increase the hours required for support of the SANBAG financial management system and computer network.
2. Authorize staff to expend any unexpended funds dedicated to system reimplementation to general support of the financial management system and network administration.

Background: On January 5, 2005, Contract No. 05034 was approved with TH Enterprises to provide services related to computer network administration and support of SANBAG's use of the Regional Council Management System (RCMS) financial management software. The contract was for a three year period from January 2005 to December 2008. On August 3, 2005, an amendment was approved for work on reimplementation of how RCMS was structured to better meet the needs of SANBAG.

This item recommends an amendment to increase the contract to provide for purchase of services at a prepaid, discounted rate to provide for technical support of SANBAG activities. Through this contract, TH Enterprises provides day-to-day network administration for the SANBAG computer network, consultation and training related to use of the RCMS software; management and technical consultation for design and upgrade of the SANBAG network

*

Approved
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

ADM0612C-DRB
LAM07

employing use of third party software and operating systems; and coordinates with other SANBAG partners and vendors for integration of other proprietary software on the SANBAG network. SANBAG utilizes this contractor support for all of its information technology needs and has no dedicated information technology personnel.

The current contract provides for SANBAG to purchase pre-paid service hours at a 10% discounted rate for project management, network engineering, programming, and purchasing services. When the usage rates were estimated for the three-year contract period in 1995, usage was based upon historical use by SANBAG with employees with long-term experience with the system. Beginning in October 2006, SANBAG experienced a number of changes in staffing in positions responsible for management of the system set-up and controls. This resulted in a requirement for unanticipated amounts of TH Enterprises services to set-up the 2006-2007 budget and for training of four new finance management positions. Also during this period SANBAG encountered significant latency problems which required additional services by TH Enterprises in negotiating software fixes with Microsoft products. As a result, the usage rate during this period was approximately 160% of budget.

This amendment will provide increased funding for the purchase of additional pre-paid services at the 10% discounted rate through the end of the contract period to December 2008. This item also requests authority to expend any funds remaining from the existing RCMS reimplementation amendment on general support services, should they be required.

Sole Source:

In accordance with the adopted SANBAG contracting policy, SANBAG staff has reviewed this contractual relation and is recommending an amendment to this sole source contract due to the consultant's (1) development and maintenance of critical software customized to the Measure I program, (2) provision of several software products designed specifically for councils of government, and (3) unique knowledge of SANBAG's organizational structure, computer network, and needs.

Financial Impact:

The cost of this amendment is not to exceed \$70,000 and is consistent with the adopted budget. The total contract amount with this amendment is \$518,190, Task IAM07, Cost Code 54-5553, over the three year period of the contract.

Reviewed By:

This item has been submitted to SANBAG Counsel for review and is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff:

Deborah Robinson Barmack, Director of Management Services

ADM0612C-DRB
IAM07

SANBAG Contract No. 05034-2

by and between

San Bernardino Associated Governments

and

TH ENTERPRISES, INC.

for

Computer Administration and Management Services

FOR ACCOUNTING PURPOSES ONLY				
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable	Vendor Contract # _____ Vendor ID <u>THEI</u>	Retention: <input type="checkbox"/> Yes _____ % <input checked="" type="checkbox"/> No	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment	
Notes:				
Original Contract: \$ <u>290,642</u>		Previous Amendments Total: \$ <u>157,548</u>		
Contingency Amount: \$ _____		Previous Amendments Contingency Total: \$ _____		
		Current Amendment: \$ <u>70,000</u>		
		Current Amendment Contingency: \$ _____		
Contingency Amount requires specific authorization by Task Manager prior to release.				
Contract TOTAL → \$ <u>518,190</u>				
↓ Please include funding allocation for the original contract or the amendment.				
Task	Cost Code	Funding Sources	Grant ID	Amounts
<u>IAM07</u>	<u>5553</u>	<u>Indirect</u>	_____	\$ <u>70,000</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Original Board Approved Contract Date: <u>1/5/05</u> Contract Start: <u>1/10/05</u> Contract End: <u>1/10/08</u>				
New Amend. Approval (Board) Date: <u>1/10/07</u> Amend. Start: <u>1/10/07</u> Amend. End: <u>1/10/08</u>				
If this is a multi-year contract/amendment, please allocate budget authority among approved budget authority and future fiscal year(s)-unbudgeted obligations:				
Approved Budget Authority →	Fiscal Year: <u>06/07</u> \$ <u>70,000</u>	Future Fiscal Year(s) – Unbudgeted Obligation → \$ <u>0</u>		
Is this consistent with the adopted budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which Task includes budget authority? <u>IAM07</u>				
If no, has the budget amendment been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No				
CONTRACT MANAGEMENT				
Please mark an "X" next to all that apply:				
<input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Private <input type="checkbox"/> Non-Local <input type="checkbox"/> Local <input type="checkbox"/> Partly Local				
Disadvantaged Business, Enterprise: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____ %				
Task Manager: <u>Deborah Barmack</u>			Contract Manager: <u>Terri Miyamoto</u>	

<u>Deborah Barmack</u> Task Manager Signature	Date <u>12/1/06</u>	<u>Terri Miyamoto</u> Contract Manager Signature	Date _____
<u>Thomas M. L...</u> Chief Financial Officer Signature	Date <u>12/1/06</u>		

Filename: A050342

A05034-2

IAM07

AMENDMENT NO. 2 to CONTRACT NO. 05034

By and between

San Bernardino Associated Governments

and

TH Enterprises, Inc.

Additional Pre-Paid Management and Technical Services

This Amendment No. 2 to Contract No. 05034 is entered into this _____ day of _____, 2007, by and among San Bernardino Associated Governments, hereafter called "SANBAG" and TH Enterprises, Inc., hereinafter called "CONSULTANT."

WITNESSED:

WHEREAS, SANBAG under Contract No. 05034, has engaged the services of CONSULTANT to provide computer administration and management services;

WHEREAS, the parties desire to amend the foresaid Contract to include additional management and technical services,

NOW THEREFORE, the parties hereto do mutually agree to amend Contract No. 05034 as follows:

1. The cost for additional pre-paid management and technical services shall not exceed \$70,000.

2. SANBAG shall pre-pay CONSULTANT on an as-needed basis for Management and Technical support services upon receipt of billing by the consultant in increments of no more than \$23,000 and no less than \$10,000, as agreed upon by SANBAG and CONSULTANT.

3. Except as amended by Amendment No. 2, all other provisions of Contract No. 05034 shall remain in full force and effect.

IN WITNESS THEREOF, the authorized parties have signed below.

**SAN BERNARDINO ASSOCIATED
GOVERNMENTS**

Dennis Hansberger, President

TH ENTERPRISES, INC.

Ted Hoisington, Principal

Approved as to Form:

**Jean-Rene Basle
SANBAG Legal Counsel**

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 8

Date: December 13, 2006

Subject: Contract Award to Van Scoyoc Associates for SANBAG Federal Advocacy Services

Recommendation:* Award Contract No. C07075 to Van Scoyoc Associates for federal advocacy services. The total contract amount is \$392,000 for a four year (two Congressional Sessions) term and will be funded as described below in the Financial Impact section. TN 50307000

Background: In October 2006, the SANBAG board approved the release of a request for proposals (RFP C07075) for federal advocacy services. The board also approved of SANBAG staff to organize a selection committee to review and interview received proposals.

In response to the RFP, seven firms submitted proposals, which included both solicited and unsolicited firms. Firms that submitted proposals included David Turch and Associates, Dutko Worldwide, Federal Advocates, Inc., Innovative Federal Strategies, Patton Boggs Attorneys at Law, Van Scoyoc Associates and Xenophon Strategies.

In November, proposals were reviewed by the selection committee, which consisted of representatives from SANBAG, the Riverside County Transportation Commission (RCTC) and Metrolink. Based on this review the selection committee short-listed four firms including David Turch and Associates, Innovative Federal Strategies, Patton Boggs and Van Scoyoc Associates.

Approved
Administrative Committee

Date: _____

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

Interviews were conducted by the selection committee on December 6, 2006. Interview panelist included representatives from SANBAG, RCTC and the Southern California Association of Governments. At the conclusion of the interviews, the review committee unanimously selected Van Scoyoc Associates. The strengths of Van Scoyoc Associates are as follows:

- Extensive experience with local governments and transportation agencies
- Emphasis on broad-based, bipartisan advocacy
- Proactive plan of action for developing short- and long-term advocacy strategies
- Results-driven approach focuses on unique funding strategies

Finally and potentially most important, as SANBAG continues to expand its role and mature as an organization, it is critically important to select a firm that is able to equally focus on appropriations and policy approaches. The review committee concluded that Van Scoyoc Associates offers the best mix of experience, staffing and knowledge to assist SANBAG in its efforts to pursue transportation-related issues and issues related to its role as a Council of Governments.

Van Scoyoc Associates fee proposal is a monthly retainer of \$8,000 for an annual fee of \$96,000 plus a \$2,000 cap on annual travel expenses. Based on a review of the fee proposals submitted by the other short listed firms, Van Scoyoc Associates fee is within the current market range for public agency clients.

Financial Impact: The recommended action is consistent with the SANBAG 2006-2007 Fiscal Year Budget. Future year contract costs will be budgeted as necessary in future year budgets. TN50307000

Reviewed By: This item is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff: Jennifer Franco, Director of Intergovernmental and Legislative Affairs

Overall Goal

Successfully achieve the intended results of the San Bernardino Associated Governments (SANBAG) Federal Legislative Program. Continue to establish and maintain positive working relationships with the San Bernardino County Congressional delegation and administration staff. To best assure continuity of service, SANBAG seeks a four year contract with a provision for a one-time two year extension.

Required Tasks/Activities

Tasks will include, but not be limited to the following:

- a. Seek out and identify legislation and/or amendments to legislation that coincide with the SANBAG Legislative Work Program.
- b. Routinely communicate with delegation members, and members of related House and Senate Committees on legislation sponsored by SANBAG and Congressional positions adopted in response to specific legislative or budget proposals. This may occur through both written and oral communication.
- c. Provide information, copies of introduced legislation, relevant testimony and any analysis of legislation relative to SANBAG.
- d. Coordination of advocacy efforts that may include testimony by the selected firm's representatives, and/or SANBAG Board member and/or staff.
- e. Advise and assist SANBAG in developing strategy on legislation, regulations and actions contemplated at any government level.
- f. Forward newspaper clippings, copies of e-newsletters and/or magazine articles pertaining to the political climate, political issues or legislative issues as deemed necessary and that are pertinent to SANBAG's Legislative Work Program.
- g. Assist with the development, attendance, and programming of a Legislative Staff Tour/Luncheon for delegation member staff and other events as necessary.
- h. Provide a written monthly update to the SANBAG Board of Directors which summarizes the firm's most recent efforts on behalf of SANBAG, including but not limited to: testimony before committee, individual meetings with Congressional members and written correspondence on behalf of SANBAG. This report shall also contain any relevant information regarding Congressional activities/progress on moving legislation, adopting a budget, and general activities or action of Federal government that could impact SANBAG's interests.
- i. Provide an annual end-of-year report to summarize activities throughout the year, accomplishments and ideas for further consideration.
- j. Attend at least one regular board meeting per year to report on Congressional activities. Additional requests may be made by SANBAG as necessary. Visits to SANBAG shall be compensated as outlined in the contract.
- k. Assist with other activities as requested.

Agreement

THIS AGREEMENT is made this _____ day of _____, 2007, by and between the SAN BERNARDINO ASSOCIATED GOVERNMENTS hereinafter referred to as "SANBAG," and _____, hereinafter referred to as "CONTRACTOR."

WITNESSETH:

WHEREAS, SANBAG wishes to engage CONTRACTOR to provide Federal Advocacy services for SANBAG,

WHEREAS, CONTRACTOR has the qualifications and expertise to provide such services;

NOW, THEREFORE the parties hereto do mutually agree to the following terms and conditions:

- I. CONTRACTOR shall provide Federal Advocacy services for SANBAG as set forth in Attachment C Scope of Services which is attached hereto and incorporated herein by reference.
- II. CONTRACTOR shall receive overall supervision regarding interests in this contract from the SANBAG Executive Directors and the SANBAG Intergovernmental and Legislative Affairs Director.
- III. CONTRACTOR shall perform the foregoing services in full compliance with applicable law, rules, and regulations, and shall, in cooperation with SANBAG file all reports required by law in a timely manner in connection with any representation work for SANBAG. CONTRACTOR shall furnish all necessary information and assist SANBAG in filing any reports required of them by law relating to services under this contract in a timely manner.
- IV. The parties recognize that CONTRACTOR has other clients for which it may perform services similar to those provided for herein, and may find from time to time that the interests of various such clients may conflict with the interests of SANBAG. CONTRACTOR shall advise SANBAG of all such instances wherein there is a conflict between the interests of SANBAG and the interests of one or more of its other clients, and in each and every such instance agrees that it shall not take any action on behalf of SANBAG or such other client or clients without the consent of SANBAG as applicable. CONTRACTOR further agrees that in the event of any conflict in the interests or positions of SANBAG that CONTRACTOR shall discuss such with the Executive Directors of such agencies and abide by their direction with regard to such

matter and if they cannot agree on how to proceed, then CONTRACTOR shall not remain involved in such matter.

- V. CONTRACTOR agrees that it will not disclose any confidential information regarding SANBAG or its current or former employees that it has obtained or will obtain, either directly or indirectly, without the prior consent of SANBAG as applicable.
- VI. SANBAG shall pay CONTRACTOR the sum of _____ per month commencing on January 1, 2007, plus chargeable expenses not to exceed \$3,000 annually. All legislative advocacy work is to be performed by _____ or others as may be approved by SANBAG. Chargeable expenses for the purpose of this agreement shall include reasonable and necessary expenses directly related to the interests of SANBAG and travel outside the Washington, DC area, including meals and lodging while engaged in such travel. All chargeable expenses related to this contract shall be expressly authorized by SANBAG prior to such expenses being incurred, and shall not include ordinary office overhead. It is agreed that the aforesaid compensation shall cover all services for SANBAG and that CONTRACTOR shall only receive payment from SANBAG for its services.
- VII. CONTRACTOR shall submit a detailed monthly statement of billing and approved expenses to SANBAG. SANBAG shall pay monthly billings within twenty (20) days of receipt from CONTRACTOR.
- VIII. The term of this agreement shall commence January 1, 2007, and continue through December 31, 2010, unless terminated in writing by 60 days written notice from one party to the other. If termination is for convenience under the 60-day notice provision, CONTRACTOR shall be compensated for services and approved expenses to the effective date of the termination. SANBAG shall also have the right to terminate this agreement immediately for cause for failure of CONTRACTOR to perform its obligations and in such event; CONTRACTOR shall only be paid for services and expenses to the date of the termination. No damages of any nature shall be due CONTRACTOR from SANBAG for exercise of termination rights by SANBAG. SANBAG shall have the option to extend this agreement for one (1) two (2) year periods by the giving of written notice at least fifteen (15) days before the end of the term specified above. The above termination provisions will be in effect during any such extension.
- IX. SANBAG retains CONTRACTOR on an independent contractor basis and CONTRACTOR is not an employee or agent of SANBAG. Personnel performing services under this agreement on behalf of CONTRACTOR shall at all times be under CONTRACTOR'S exclusive direction and control. CONTRACTOR shall pay all wages, salaries and other amounts due such personnel in connection with their performance of services and as required by law. CONTRACTOR shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes,

income tax withholdings, unemployment insurance, and workers' compensation insurance.

- X. All services to be furnished under this agreement shall be deemed professional services. As such, CONTRACTOR shall have neither the right nor power to assign, sublet, transfer or otherwise substitute its interest in or obligations under this Agreement without the prior written consent of SANBAG.
- XI. The subcontracting of any of the services by the CONTRACTOR must be accomplished by a written instrument approved by SANBAG. Such instrument shall contain an express assumption by the subcontractor of all conditions, terms and covenants contained in this agreement.
- XII. All data prepared by CONTRACTOR under this agreement, such as plans, drawings, tracing, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams and calculations relative to this agreement shall become the property of SANBAG upon the completion of the term of this agreement, except that CONTRACTOR shall have the right to retain copies of all such data for its records. SANBAG shall not be limited in any way in their use of such data at any time, provided that any such use not within the purposes intended by this agreement shall be at SANBAG's sole risk and provided that CONTRACTOR shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by the agreement. Should CONTRACTOR, following termination of the agreement, desire to use any materials prepared in connection with this project, it shall first obtain the written approval of SANBAG representative as applicable.
- XIII. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials described in section XII. submitted to CONTRACTOR in connection with the performance of this agreement shall be held confidential by CONTRACTOR. Such materials shall not, without the prior written consent of SANBAG as applicable, be used by CONTRACTOR for any purposes other than the performance of the services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services or the project. Nothing furnished to CONTRACTOR which is otherwise known to CONTRACTOR or is generally known, or becomes known, to the related industry shall be deemed confidential. CONTRACTOR shall not use SANBAG's insignia, photographs of the project, or any publicity pertaining to the services or the project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of SANBAG, as applicable.
- XIV. Except as necessary for the performance of the services, no copies, sketches or graphs of materials, including graphic art work, which are prepared pursuant to this agreement, shall be released by CONTRACTOR to any other person or agency without prior written approval of SANBAG as applicable. All press releases, including graphic display information to be published in newspapers

or magazines, shall be approved and distributed solely by SANBAG, unless otherwise provided by written agreement between the parties.

XV. The CONTRACTOR agrees to defend, indemnify and hold harmless SANBAG, their officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with the services provided hereunder due to negligent acts, errors or omissions or willful misconduct of the CONTRACTOR. The CONTRACTOR will reimburse SANBAG for any expenditures, including reasonable attorneys' fees, incurred by them in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of CONTRACTOR.

XVI. CONTRACTOR shall be responsible for the professional quality, technical accuracy and the coordination of the services. SANBAG's review or acceptance of, or payment for any work product prepared by CONTRACTOR under this agreement shall not be construed to operate as a waiver of any rights SANBAG may have under this agreement or of any cause of action arising out of CONTRACTOR'S performance of this agreement. Further, CONTRACTOR shall be and remain liable to SANBAG in accordance with applicable law, for all damages to them caused by CONTRACTOR'S negligent performance of any of the services.

XVII. CONTRACTOR shall obtain, and shall require its subcontractors to obtain, insurance of the types and in the amounts described below and satisfactory to SANBAG.

A. CONTRACTOR shall maintain occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. Such insurance shall:

1. Name SANBAG, their officials, officers, employees, agents, and consultants as insureds with respect to performance of services and shall contain no special limitations on the scope of coverage or the protection afforded to these insureds;
2. Be primary with respect to any insurance or self insurance programs covering SANBAG, its officials, officers, employees, agents, and consultants; and
3. Contain standard separation of insureds provisions.

B. CONTRACTOR shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

- C. CONTRACTOR shall maintain errors and omissions liability insurance with a limit of not less than \$1,000,000 and shall maintain such for a minimum of one year following completion of services.
 - D. CONTRACTOR shall maintain workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000 for each accident.
 - E. CONTRACTOR shall furnish SANBAG with properly executed certificates of insurance and, if requested by SANBAG, certified copies of endorsements and policies, which clearly evidence all insurance required under this agreement and provide that such insurance shall not be canceled, allowed to expire or be materially reduced in coverage, except on 30 days' prior written notice to SANBAG. SANBAG shall have the sole discretion to determine whether the certificates and endorsements presented comply with the provisions of this agreement.
 - F. CONTRACTOR shall replace certificates, policies and endorsements for any insurance expiring prior to completion of services under this agreement. Further, CONTRACTOR shall maintain such insurance from the time services commence until services are completed, except as otherwise provided by this agreement.
 - G. CONTRACTOR shall place such insurance with insurers having A.M. Best Company ratings of no less than A:VIII and licensed to do business in California, unless otherwise approved, in writing, by SANBAG's representative.
- XVIII. CONTRACTOR warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for CONTRACTOR, to solicit or secure this agreement. Further, CONTRACTOR warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the agreement. For breach or violation of this warranty, SANBAG shall have the right to rescind this agreement without liability.
- XIX. For the term of this agreement, no member, officer or employee of SANBAG, during the term of his or her service with these agencies, shall have any direct interest in this agreement, or obtain any present or anticipated material benefit arising there from.
- XX. CONTRACTOR shall make available for examination by SANBAG, their authorized agents, officers or employees any and all ledgers and books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or related to the expenditures and disbursements charged pursuant to this agreement. Further, CONTRACTOR shall furnish to SANBAG, their agents or employees such other evidence or information as they may require

with respect to any such expense or disbursement charged by CONTRACTOR. All such information shall be retained by CONTRACTOR for at least three years following termination of the agreement, and SANBAG shall have access to such information during the three-year period for the purposes of examination or audit.

- XXI. CONTRACTOR represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.
- XXII. SANBAG reserve right to employ other contractors for Legislative Advocacy services.
- XXIII. If either party commences an action against the other party arising out of or in connection with this agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suit.
- XXIV. Time is of the essence for each and every provision of this agreement. This agreement shall be governed by and construed by the laws of the State of California.
- XXV. All notices hereunder and communications regarding interpretation of the terms of the agreement or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

CONTRACTOR

Firm Name

Firm Address

SANBAG

1170 W. 3rd St., 2nd Floor

San Bernardino, CA 92410

ATTN: Executive Director

Any notice so given shall be considered served on the other party three days after deposit in the U.S. mail, first class postage prepaid, return receipt requested, and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred regardless of the method of service.

- XXVI. In the event that provisions of any attached appendices or exhibits conflict in any way with the provisions set forth in this agreement, the language, terms and conditions contained in this agreement shall control the actions and obligations of the parties and the interpretation of the parties' understanding concerning the performance of the services.

XXVII. In the event that the parties determine that the Scope of Services or other provisions of this agreement must be altered, the parties may execute a contract amendment to add or delete work within the Scope of Work or amend any other provision of this agreement. All such contract amendments must be in the form of a written instrument signed by the original signatories to this agreement, or their successors or designees.

XXVIII. This agreement constitutes the entire agreement between the parties relating to the subject matter hereof and supersedes any previous agreements or understandings.

XXIX. The invalidity in whole or in part of any provision of this agreement shall not void or affect the validity of any other provision of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year below written, but effective as of the day and year first set forth above.

Steve Palmer
Van Scoyoc Associates
Firm Address

Dennis Hansberger, President
San Bernardino Associated Governments
1170 W. 3rd St., 2nd Fl.
San Bernardino, CA 92410

Dated: _____

Dated: _____

APPROVED AS TO FORM:

Jean-Rene Basle, SANBAG Counsel

Dated: _____

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 9

Date: December 13, 2006

Subject: Fiscal Year 2002/2003 through 2004/2005 Triennial Performance Audit of the San Bernardino Associated Governments

Recommendation:* Receive the Triennial Performance Audit of the San Bernardino Associated Governments for Fiscal Years 2002/2003 through 2004/2005 and direct staff to implement the audit recommendations.

Background: Section 99246(a) of the California Public Utilities Code requires that a performance audit of the San Bernardino Associated Governments, acting as the county transportation commission, be conducted every three years. The last commission performance audit was completed and received by the Board in June 2003. This performance audit was conducted by Arthur Bauer and Associates. Mr. Bauer will be presenting the audit report findings and recommendations to the Committee.

The attached performance audit primarily focuses on the commission's responsibilities relating to the administration of Transportation Development Act (TDA) funds (Local Transportation Funds and State Transit Assistance Funds). The report contains an Executive Summary followed by sections describing the variety of functions SANBAG performs, its organizational structure, its participation with regional agencies; and, more importantly, its compliance with State TDA requirements.

Approved
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

The audit contains two specific recommendations. The first is to develop a succession strategy to ensure continuity and professionalism in the management of the TDA program. The second is to update the Transportation Development Act Fund Application Manual that was developed as part of the last performance audit.

Financial Impact: This item is consistent with the adopted budget. The performance audit was funded under the prior year Task 0650200 and current year Task 50207000. The funding source is LTF Administration.

Reviewed By: This item is scheduled for review by the Administrative Committee on December 13, 2006.

Responsible Staff: Michael Bair, Director of Transit and Rail Programs



FY 2003-2005

TRIENNIAL PERFORMANCE

AUDIT OF SAN BERNARDINO

ASSOCIATED GOVERNMENTS

(SANBAG)

SUBMITTED TO

SAN BERNARDINO

ASSOCIATED GOVERNMENTS

SUBMITTED BY

ARTHUR BAUER & ASSOCIATES, INC.

December 2006

TABLE OF CONTENTS

Executive Summary	1
Compliance with TDA Requirements	1
Findings	1
Recommendations of Current TDA Audit	2
Recommendations from Prior TDA Audit	3
Section I—Initial Review of RTPA Functions	4
Overview of SANBAG	4
SANBAG's Joint Powers Agreement	5
County Transportation Commission	5
Local Transportation Sales Tax	6
Service Authority for Freeway Emergencies	6
Congestion Management Agency	6
Section II—Organizational Structure	7
Administrative Committee	7
Commuter Rail Committee	7
Major Projects Committee	7
Mountain/Desert Committee	7
Plans & Programs Committee	8
Section III—Participation with Regional Entities	9
Participation with Southern California Association of Governments (SCAG)	9
Member of Southern California Regional Rail Authority (SCRRA)	9
Organization Chart	10
Section IV—Compliance with State TDA Requirements	11
Efficiency and Effectiveness	19

Executive Summary

San Bernardino Associated Governments (SANBAG) retained Arthur Bauer & Associates, Inc. to conduct its Transportation Development Act (TDA) performance audit for fiscal years 2002-03 through 2004-05. As a Regional Transportation Planning Agency, SANBAG is required by Public Utilities Code Sections 99246 and 99248 to prepare an audit of its organizational performance on a triennial basis. The audit must be submitted to the State Department of Transportation (Caltrans) in order to maintain eligibility for TDA funding. SANBAG uses TDA funds to underwrite a portion of its administration and planning functions, and also apportions TDA funds to local jurisdictions for support of transit services and related infrastructure improvements.

This performance audit is intended to ascertain how well SANBAG is meeting its administrative and planning obligations under TDA, as well as to assess its organizational management and efficiency. To gather information for the TDA performance audit, Arthur Bauer & Associates conducted interviews with SANBAG Board members, agency staff, and reviewed relevant financial and planning documents. Using the information acquired from interviews and written reports, the consultants evaluated SANBAG's performance in carrying out its organizational responsibilities. The audit also includes recommendations regarding improvements that the Agency should consider for implementation, along with a follow-up of the recommendations contained in previous TDA audits.

Compliance with TDA Requirements

In our opinion, SANBAG has satisfactorily complied with all State legislative mandates for Regional Transportation Planning Agencies. We believe SANBAG is successfully carrying out its responsibility to ensure that the region's transit operators are utilizing TDA funds efficiently and effectively.

To its credit, SANBAG has managed to comply with TDA requirements using a relatively small staff to carry out the responsibilities assigned to it by statute and regulations.

Findings

Below are findings derived from the organizational analysis conducted by the consultant team:

- SANBAG has exercised creative and effective leadership in the management of its responsibilities under the Transportation Development Act. This management effectiveness is exemplified in SANBAG's implementation of an internet based data reporting system called TransTrack. TransTrack strives to ensure accuracy in

the reporting and use of data among the region's transit operators. In addition, the program promotes consistency in the data transit operators report to SANBAG, the State Controller, the National Transit Database (NTD) and other agencies. The deployment of the TransTrack information system is a major advance because it ensures the timely collection of data, and offers an opportunity to identify any TDA compliance issues promptly.

- Unless appropriate steps are taken, SANBAG's ability to effectively manage the TDA program in the future may be constrained. This applies to the overall management of SANBAG's transit and rail division, which lacks a management succession plan, and a formalized staff development program.
- SANBAG carries out its TDA obligations in regard to the transit operators in its jurisdiction responsibly, and is actively engaged in oversight of these organizations. This is especially true for the smaller operators where SANBAG provides direct technical assistance on matters such as completing grant applications, development of annual budgets, and other similar activities.
- SANBAG's TDA program is managed effectively and efficiently. Interviews with agency board and staff, and a review of planning and fiscal documents, indicate that the staff managing the TDA program has performed consistent with state regulations and statute. Nothing uncovered during the review of SANBAG's activities, program or policies would suggest otherwise.

Recommendations of the Current TDA Audit

- Develop a succession strategy to ensure continuity and professionalism in the management of the TDA program, especially in the agency's transit and rail division.

In order to maintain the high quality of TDA program managers, it is recommended that a strategy be developed to recruit well qualified personnel as the need arises to fill key positions. In addition, a staff development program and training activities should be instituted so that management will continue to possess the skill set required to administer the TDA program.

- Update the Transportation Development Act Fund Application Manual to reflect changes in the statutes.

The Transportation Development Act Fund Application Manual was last updated in 2002 and therefore should be revised to reflect changes in statutes and the deployment of TransTrack. Moreover, updating of the manual should be considered as one element in a comprehensive strategy for training staff and keeping their skills at a high level.

Recommendations from Prior TDA Audit

In regard to the recommendations contained in previous TDA audits, SANBAG has complied in the main with the recommendations. Each of the previous recommendations and subsequent implementation efforts is discussed below.

- Implement a productivity plan.

Encouraging improvements to organizational productivity is a central policy objective of the Transportation Development Act. SANBAG therefore works closely with transit operators in its jurisdiction to ensure that they make every effort to deliver service in an efficient manner. While the law makes provision for enforcing improvements, care must be taken to ensure that these efforts do not occur at the expense of transit ridership. Recognizing this, SANBAG has developed a partnership with the operators and provides direct assistance to the smaller operators so that their overall service is delivered effectively.

- Submit annual certified fiscal and compliance audits of all TDA claimants in the region to the State Controller within the required time frame.

The submittal of the TDA claimants' audits is the direct responsibility of the operators. However, SANBAG is working with the operators to ensure that this is accomplished in a timely fashion. The inauguration of TransTrack should facilitate more timely submittals by the transit operators.

- Reconcile inconsistencies in data among required reports.

Underlying this recommendation was the recognition that transit operators had filed reports with various oversight agencies that contained inconsistent data. Some of this data inconsistency is due to the fact that reporting dates differ among the regulatory agencies. For example, the State Controller's report is filed, by law, several months before the financial audit is completed. This results, by necessity, in the data included in the Controller's report being unaudited. However, the consistency of each operator's data reports should improve as the operators become accustomed to the standardization inherent in the Trans Track system.

I. Initial Review of RTPA Functions

The purpose of this triennial TDA performance audit is to ascertain the extent to which SANBAG is meeting its administrative and planning obligations, and its funding apportionment responsibilities, as intended by the legislature. TDA is a comprehensive transit finance program, based on a ¼ cent sales tax, which was enacted by the state legislature in 1971. In the years since its inception, TDA has financed the development of public mass transportation services throughout California, including in San Bernardino County.

Although TDA assigns SANBAG responsibility for program management and for the annual allocation of funding to the transit operators located in its jurisdiction, the process must conform to requirements included in the original statute. How efficiently and effectively SANBAG manages its administrative and funding obligations under TDA is discussed in Section IV, Compliance with State Requirements.

Overview of SANBAG

SANBAG was created as a Joint Exercise of Powers Agency (JPA) in 1973 by the County of San Bernardino and local cities. Today there are twenty-five agencies that are members of the regional agency, including the following:

- City of Adelanto
- Town of Apple Valley
- City of Barstow
- City of Big Bear Lake
- City of Chino
- City of Chino Hills
- City of Colton
- City of Fontana
- City of Grand Terrace
- City of Hesperia
- City of Highland
- City of Loma Linda
- City of Montclair
- City of Needles
- City of Ontario
- City of Rancho Cucamonga
- City of Redlands
- City of Rialto
- City of San Bernardino
- City of Twentynine Palms
- City of Upland
- City of Victorville
- City of Yucaipa
- Town of Yucca Valley
- County of San Bernardino

Similar to many other large regional transportation planning entities in California, SANBAG operates under a complex legal structure, which delineates its responsibilities in the areas of transportation, planning, and investment decision-making. The major elements of that structure are discussed below.

SANBAG's Joint Powers Agreement

SANBAG's original 1973 joint exercise of powers agreement has served as the foundation upon which several additional responsibilities have been added in later years by the legislature. At the outset, however, SANBAG served as a forum to study and develop recommendations regarding county, subregional and regional issues; served as a subregional transit planning and coordinating agency; and assembled information to assist members in addressing issues of mutual concern. In the years since the formation of SANBAG, the legislature has added several responsibilities which are discussed below.

County Transportation Commission

In 1976, state legislation, AB 1246, was enacted designating SANBAG as a county transportation commission. This statute broadened SANBAG's range of responsibilities to include coordination and approval of all public mass transit services, approval of all capital development projects for transit and highway systems, and determination of staging possibilities for near-term transportation planning and programming.

With the enactment of AB 1246, SANBAG became, essentially, the transportation programming agency for San Bernardino County. In addition, SANBAG assumed responsibility for assembly of the five year capital outlay program, the regional transportation improvement program (RTIP), for its area of jurisdiction. The RTIP is submitted to the California Transportation Commission (CTC), through the Southern California Association of Governments (SCAG), for inclusion in the statewide five-year transportation investment program referred to as the State Transportation Improvement Program (STIP).

In 1990, the legislature assigned to SANBAG responsibility for managing all aspects of the TDA program. This action ensured that the agency had multimodal transportation planning responsibilities.

In 1997 with the passage of SB 45, new responsibilities for prioritizing transportation funding within its area of jurisdiction were assigned to SANBAG. Before SB 45, the California Transportation Commission had primary responsibility for choosing projects for inclusion into the State Transportation Improvement Program. The enactment of Senate Bill 45 changed the STIP process by making SANBAG (as well as other regional agencies) the final arbitrator of the projects that are to be included in the STIP.

Under the terms of SB 45, SANBAG became responsible for prioritizing 75 percent of the state transportation capital outlay funds available to the San Bernardino region during every two year STIP cycle. Before SB 45, the individual projects in the RTIP that SANBAG and other regional transportation planning agencies submitted to the CTC for inclusion into the STIP were subject to negotiations with the Commission.

Local Transportation Sales Tax

An important step in the evolution of SANBAG's authority was its designation as a County Transportation Authority. This action allowed SANBAG to place a ½ percent transportation sales tax, Measure I, before the county voters. This twenty year funding program for transportation projects won voter approval in 1989. With the recent vote to approve a renewal of Measure I through 2040, the voters have once again endorsed the transportation investment program managed by SANBAG.

Service Authority for Freeway Emergencies (SAFE)

SANBAG manages the SAFE program which is intended to serve motorists whose vehicles have malfunctioned and are in need of roadside assistance. The SAFE program provides 1,600 call boxes which motorists can use to summon assistance. The program was established in 1991 and is paid for by a \$1 surcharge on each vehicle registered in San Bernardino County.

Congestion Management Agency

In 1990 state legislation, which authorized the doubling of the state gas tax to 18 cents per gallon, mandated that each urbanized county establish a Congestion Management Agency (CMA). Within San Bernardino County, SANBAG was designated as the CMA by the County Board of Supervisors and a majority of the cities representing a majority of the incorporated area's population.

The CMA is required to prepare a Congestion Management Program (CMP). The CMP defines a network of state highways and arterials, prescribes a level of service standards for the network, and provides technical justification for the methodology used in the analysis of the network. SANBAG develops the CMP through a cooperative, intergovernmental process that includes the county and the cities in the county, Caltrans, SCAG, the Southern California Air Quality Management District and other stakeholders who may have an interest in the outcome of the program.

When state law was amended to permit the Congestion Management Program to be discretionary, SANBAG, along with the four other urban counties in the SCAG region, chose to continue the CMPs. In addition to its value as a transportation management tool, the CMP is important because it addresses the Federal Congestion Management System (CMS) requirement that applies to all large urban areas that are not in attainment of federal air quality standards. SANBAG recognizes that the CMP provides a mechanism through which locally implemented programs can fulfill most aspects of a regional requirement that would otherwise have to be addressed by SCAG. The Federal Department of Transportation has stated that "the State's CMP is a principal element of the CMS."

II. Organizational Structure

The SANBAG Board of Directors conducts the agency's TDA program through an organizational arrangement that includes five board policy committees. The committee structure generally reflects specific functional areas of the organization's responsibilities.

Administrative Committee

The Administrative Committee provides general policy oversight that spans the multiple program responsibilities of the organization. To this end, the committee provides policy direction with respect to administrative issues, policies, budget, finance, audit, and personnel for the organization. Moreover, it serves as the policy review committee for any program area that lacks active policy committee oversight.

Commuter Rail Committee

The Commuter Rail Committee provides policy guidance and recommendations to the SANBAG Board of Directors, and to the Southern California Regional Rail Authority's delegates with respect to commuter rail service provided by Metrolink in San Bernardino County. Two local officials from San Bernardino County serve on Metrolink's governing board.

Major Projects Committee

The Major Projects Committee provides policy guidance and recommendations to the Board of Directors on issues related to the Measure I Major Projects in the San Bernardino Valley area of the county.

Mountain/Desert Committee

The Mountain/Desert Committee provides ongoing policy level oversight related to the full array of SANBAG responsibilities as they pertain specifically to the Mountain/Desert region. Nine of the county's 24 cities are located in the Mountain/Desert area. The committee also meets in conjunction with the Mountain/Desert Measure I Committee as it carries out responsibilities for the Measure I Mountain/Desert Region Expenditure Plan.

The Mountain/Desert Committee is a unique feature of SANBAG, and it seeks to ensure input from agencies located outside of the intense urbanization found elsewhere in the San Bernardino Valley.

Plans & Programs Committee

The Plans & Programs Committee provides ongoing policy oversight for the countywide Comprehensive Transportation Plan, and input into the updates of the Regional Transportation Plan. It also provides direction in the development of the programming document of both Comprehensive and Regional plans, and the Regional Transportation Improvement Program.

Another arena in which the Plans & Programs Committee provides policy direction is in making revisions to the Congestion Management Program (CMP), and to the CMP's deficiency plans. Lastly, the Committee provides direction to programs that implement or coordinate subregional or local transportation control measures, a critical activity in the county's pursuit of improved air quality.

Under the leadership of the Plans & Programs Committee, SANBAG has embarked on the preparation of a countywide transit plan. Because of the geographic and economic differences between the San Bernardino Valley and the Mountain/Desert, the plan is being developed with a unique focus on each subcounty area. This countywide plan is a major undertaking that will define needed transportation services and investments into the future for all modes of transportation. The plan will influence the nature of transit investments for both capital projects and operations, and is expected to emphasize the use of performance measures to judge the value and air quality benefits of alternative investment options.

III. Participation with Regional Entities

SANBAG is an active participant with other public agencies involved with regional transportation policy and service development. This includes participation in the South Coast Air Quality Management District and several ad hoc organizations that typically have a single purpose focus. The Agency's involvement with two of these agencies is briefly discussed below, as examples of this activity.

Participation in the Southern California Association of Governments (SCAG)

SANBAG is an active participant in the activities of the Southern California Association of Governments (SCAG). SCAG is the federally designated metropolitan planning organization serving the six county Southern California region. SANBAG staff actively participates on various committees of SCAG, which in turn make technical recommendations to SCAG's policy makers.

Member of Southern California Regional Rail Authority (SCRRA)

SANBAG participates in the delivery of commuter rail services as a signatory to the joint exercise of powers agreement that created the Southern California Regional Rail Authority (SCRRA). The SCRRA operates the commuter rail service referred to as Metrolink. Metrolink's line connecting San Bernardino with Union Station in downtown Los Angeles is the most heavily patronized line in the entire system. Another Metrolink service begins in Riverside destined for Los Angeles, but it stops in San Bernardino County at the East Ontario station.

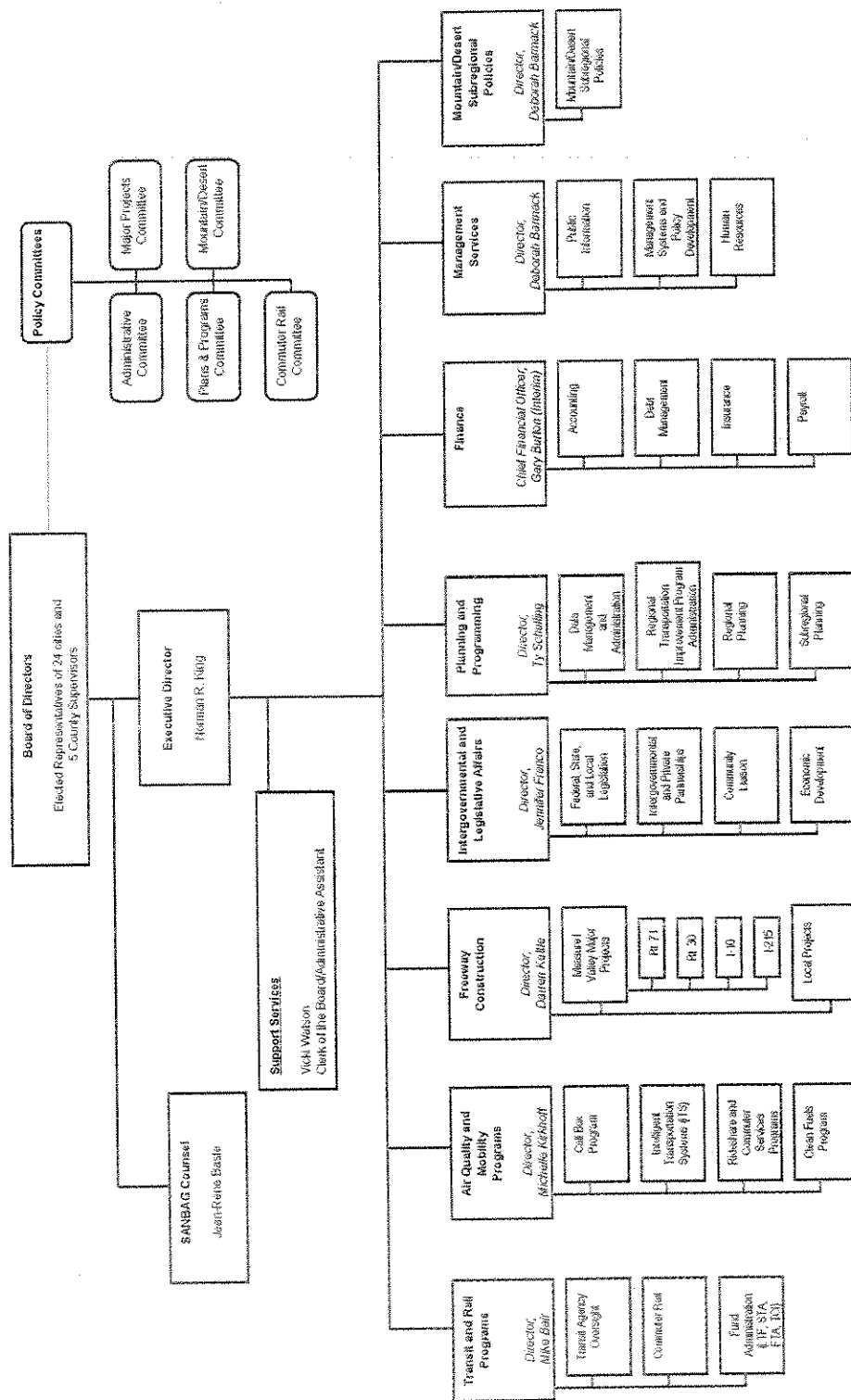
San Bernardino is also served by the Inland Empire Orange County rail line which begins service in San Bernardino and terminates at various Orange County destinations, depending on its schedule.

SANBAG has two members serving on SCRRA's governing board.

Organization Chart

The organization chart on the following page identifies the functional elements of SANBAG and the agency's committees for the period of the audit.

SANBAG Organization Chart



IV. Compliance with State TDA Requirements

Fourteen key compliance requirements are suggested in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*. This guidebook was produced by Caltrans for use in assessing regional planning agencies' conformance with the Transportation Development Act. Our findings concerning SANBAG's compliance with these requirements are summarized in Table-1 below.

<p>TABLE 1 SANBAG'S Compliance Requirements Matrix</p>		
RTPA Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	<p>SANBAG accounts for its claimants' areas of apportionment and has not allowed those claimants to claim more than what is apportioned for their area. SANBAG makes this finding in each adopted resolution approving LTF claims.</p> <p>SANBAG utilizes a formula based on population to determine each claimant's apportionments.</p> <p>Conclusion: Complied.</p>
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Section 99233.3 and 99234	<p>Beginning in 2001, SANBAG has combined the bicycle and pedestrian projects eligible for Article 3 funding with the biennial call for projects associated with selecting projects seeking federal Transportation Enhancement (TE) funds. For 2005, SANBAG's call for bicycle and pedestrian projects funded with TDA revenues was a stand alone process because the Board has previously committed TE funds.</p> <p>Conclusion: Complied.</p>
The RTPA has established a social services transportation advisory council. The RTPAs must ensure that there is a citizen participation process which includes at least an annual public hearing.	Public Utilities Code, Section 99238 and 99238.5	<p>SANBAG has established the Public and Specialized Transportation Advisory and Coordination Council (PASTACC) to serve as the Citizens Advisory Committee (CAC) required under PUC 99238.5, and the Social Services Transportation Advisory Council required under PUC 99238. It serves as a forum where public transit operators and social service transportation providers can discuss mobility issues that confront seniors, persons with disabilities, or persons with limited means.</p> <p>Conclusion: Complied.</p>

TABLE 1
SANBAG'S Compliance Requirements Matrix

RTPA Compliance Requirements	Reference	Compliance Efforts
<p>The RTPA has annually identified, analyzed and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose of providing advice on productivity improvements may be formed. • The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 	<p>Public Utilities Code, Section 99244</p>	<p>SANBAG administers a Productivity Improvement Program, which requires operators to report on a number of performance measures. SANBAG requires each transit operator or claimant to annually submit a Productivity Improvement Progress Report on its productivity efforts. SANBAG reviews the reports in the context of the operator's TDA claim. SANBAG identifies three topics for the reports: performance measures, performance audit recommendations, and specific claimant initiated efforts to improve productivity.</p> <p>Sufficient information must be provided by the operators to enable SANBAG to determine if a reasonable effort was made to implement the recommendations. This includes a discussion of the efforts taken to implement recommendations from the audits, identification of any problems, the success or difficulties of implementing recommendations, and the next steps that will be taken to further implementation.</p> <p>Conclusion: Complied</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>SANBAG contracts for all TDA fiscal and compliance audits for all claimants except Omnitrans. The audit contract also includes the preparation of the State Controller Report and review of the NTD reports for all operators except Omnitrans</p> <p>Conclusion: Complied</p>

<p>TABLE 1 SANBAG Compliance Requirements Matrix, continued</p>		
RTPA Compliance Requirements	Reference	Compliance Efforts
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that allocates the operator's TDA monies, and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the current three year period, SANBAG has retained Arthur Bauer & Associates to conduct the audit of SANBAG and of the seven transit operators.</p> <p>Nelson/Nygaard Consulting was retained to conduct the previous audit for the three fiscal years that ended June 30, 2002.</p> <p>Conclusion: Complied</p>
<p>The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of operators located in the area under its jurisdiction have been completed.</p>	<p>Public Utilities Code, Section 99246(c)</p>	<p>SANBAG submitted a written letter to Caltrans, certifying compliance with this requirement. A copy was made available to the Board.</p> <p>Conclusion: Complied</p>

<p>TABLE 1 SANBAG Compliance Requirements Matrix, continued</p>		
RTPA Compliance Requirements	Reference	Compliance Efforts
The performance audit of the operator providing public transportation services shall include, but not be limited to, a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2	Public Utilities Code, Section 99246(d)	<p>The performance audits of the operators include all required elements.</p> <p>Efforts to improve productivity and trends in productivity are discussed by each operator in the Short Range Transit Plan.</p> <p>Conclusion: Complied</p>
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	<p>There is one transit operator under SANBAG's jurisdiction, Victor Valley Transit Authority, which serves both urbanized and non-urbanized areas. SANBAG has developed rules and regulations with Caltrans' approval for determining the minimum fare ratios for this operator. Since VVTA is an Article 8c claimant, the SANBAG Board approved revenue to cost requirement of 15%.</p> <p>Conclusion: Complied</p>
The RTPA has adopted criteria, rules and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	<p>SANBAG allocates all TDA funds through Article 4 claims and Article 8.</p> <p>Conclusion: Not Applicable.</p>

<p>TABLE 1 SANBAG Compliance Requirements Matrix, continued</p>		
RTPA Compliance Requirements	Reference	Compliance Efforts
<p>State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes.</p> <p>(Note: Since the June 9, 1990 passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3.)</p>	<p>Public Utilities Code, Sections 99310.5 and 99313.3 and Proposition 116.</p>	<p>SANBAG allocates State Transit Assistance Funds (STA) for transit services only.</p> <p>Conclusion: Complied</p>
<p>The amount received pursuant to Public Utilities Code, Section 99314.3 by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller's Office.</p>	<p>Public Utilities Code, Section 99314.3</p>	<p>SANBAG administers STA funds in accordance with the relevant PUC requirements (i.e. on the basis of population and operator revenues).</p> <p>Conclusion: Complied</p>

<p>TABLE 1 SANBAG Compliance Requirements Matrix, continued</p>		
RTPA Compliance Requirements	Reference	Compliance Efforts
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ✓ Groups that are transit-dependent or transit disadvantaged, ✓ Adequacy of existing transit services to meet the needs of groups identified, and ✓ Analysis of potential alternatives to provide transportation services; 	Public Utilities Code, Section 99401.5	<p>TDA funds are used exclusively for public transit in the San Bernardino Valley. In the areas served by the other operators, TDA revenues may be used for streets and roads. SANBAG conducts the unmet needs hearings. Its conclusions are reaffirmed by the entire SANBAG Board. The definitions of "unmet transit needs" and "reasonable to meet" are reaffirmed in the report, and findings of the unmet needs process are adopted through Board resolution.</p> <p>Summaries of the testimony received and staff responses are shared with the PASTACC, then a resolution of the findings is prepared for approval by the individual hearing boards, the Mountain/Desert Committee, and ultimately the SANBAG Board.</p> <p>LTF funds have only been allocated to streets and roads after completion of the unmet needs process.</p> <p>Conclusion: Complied</p>
<ul style="list-style-type: none"> • Adopted or re-affirmed definitions of "unmet transit needs" and "reasonable to meet;" • Identified the unmet transit needs and those needs that are reasonable to meet; • Adopted a finding that there are no unmet transit needs; that there are no unmet needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>	Public Utilities Code, Section 99401.5	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

In our opinion, SANBAG has satisfactorily complied with all State legislative mandates for Regional Transportation Planning Agencies. We believe SANBAG is carrying out its responsibility to ensure that the operators within its jurisdiction are utilizing Transportation Development Act funds efficiently and effectively.

To its credit, SANBAG has complied with the requirements of the TDA statute using a small staff to carry out its substantial and varied responsibilities.

Efficiency and Effectiveness

The determination of efficiency and effectiveness of regional transportation planning agencies such as SANBAG is quite different from making a similar determination for a provider of a direct service, such as a transit operator. An RTPA does not provide a service that is readily measurable by being divided into quantifiable units. Unlike a transit agency, for example, an RTPA does not carry passengers nor provide miles of service. Therefore, it is necessary to find other means that can be used to reach conclusions regarding the efficiency and effectiveness of its performance. Recognizing this condition, selected interviews were conducted with SANBAG policymakers and managers of transit operators in San Bernardino County. These individuals had experience with SANBAG's TDA program either as members of the agency's governing board, or managers of transit services that receive TDA funds and are thereby subject to SANBAG's authority as managers of TDA's statutory and regulatory mandates.

To ensure that each of the specific topics was captured in all of the interviews, similar questions were asked of all interviewees. Opened ended questions were posed during the interviews, which allowed for spontaneity by the respondents. The questions were:

1. What is your overall impression of the performance of SANBAG in managing the TDA program?
2. Can you identify specific activities related to the TDA program where the staff has been of assistance?
3. Are there areas of activity where there might be room for improvement?
4. What is your assessment of the efficiency/effectiveness of the SANBAG TDA program.

As a result of the interviews, the following findings were found regarding the management of the TDA program:

- The management of the TDA program is universally viewed in terms of the individuals responsible for managing TDA on behalf of SANBAG. This recognition is the result of the close working relationships the TDA program managers have developed with transit agency staffs, or through presentations and other contacts with governing board members.
- SANBAG's TDA staff is known for being very knowledgeable regarding both state and federal transit statutes and regulations governing transit funding for both capital and operating purposes.

- Uniformly the staff was recognized for being helpful to the operators. Among the smaller operators, the staff site visits and the assistance provided in the procurement of vehicles were cited as extremely valuable and facilitated the operator's ability to provide transit services.
- Policymakers are aware that the management of the TDA program requires close interaction with transit operators and familiarity with state and federal law and regulations governing the use of transit revenues. Moreover, the policymakers are aware of the assistance and counsel that SANBAG's staff provides to San Bernardino County transit operators. Uniformly, these activities are viewed as beneficial to the operators and important for SANBAG to conduct.
- SANBAG staff responsible for administering TDA is viewed by both policymakers and transit managers as solution oriented when addressing issues, and are not an impediment to securing closure on matters relating to TDA.
- There is concern among both policy makers and transit managers that should there be any discontinuity in the management of the TDA program, it is unclear as to whether there is sufficient depth at SANBAG to continue the management of the program at the current level of competency. There was recognition among policymakers of the desirability for a succession plan.

There is wide agreement among those interviewed that SANBAG's TDA program is managed effectively and effectively. From all accounts, SANBAG's TDA managers have efficiently carried out the objectives of the program, and have been effectively assisting transit operators to fulfill their obligations under the TDA program.

SANBAG Acronym List

1 of 2

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding

SANBAG Acronym List

2 of 2

MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PSR	Project Study Report
PTA	Public Transportation Account
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996